

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

**DISCOVERIES:**  
**Programs for**  
**Seniors**  
Grant Application

Fall 2006

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY**  
**LSTA Discoveries: Programs for Seniors Grant Program**  
**Information & Guidelines**  
**Fall 2006**

**I. Grant program description**

Discoveries: Programs for Seniors is designed to assist public libraries provide program events for mature adults, aged 60 and older. The goals of this program are:

- to provide quality programs to attract older adults to the library
- to promote library services to older adults
- to stimulate interest in books, technology and other library services
- to provide opportunities for collaboration between libraries and community agencies

The grant is designed to allow libraries with limited resources to hire authors, artists, musicians, and other presenters from outside their own region.

Libraries applying for Discoveries grants will be expected to plan and implement a minimum of four program events aimed at mature adults and meeting the grant goals. Discoveries grant funds may be used to cover all allowable costs for planning and implementing **three** of the events. There are no restrictions on the types of programs or topics for programs except that they are appropriate to the audience and meet the grant goals.

The grant period begins January 1, 2007 and ends December 31, 2007. Projects may be proposed for fewer than 12 months.

**II. Grant priorities**

- Proposals must outline the four or more programs that will be conducted, indicating which three will be funded with Discoveries grant money.
- Libraries are encouraged to conduct informal discussions with community seniors to determine program topics that will attract audiences.
- Libraries are encouraged to partner with extension offices and community agencies to plan the program series, schedule speakers/presenters, and promote the series of programs.
- Priority will be given to projects that demonstrate a focus on building community interest in the library, involve seniors in planning, or develop partnerships with community agencies that serve seniors.
- Program attendance should not be restricted to a mature adult audience. However, planning and promotion of the programs should encourage attendance from the older adult population.
- Program series must be completed by December 15, 2007.

- Up to five (5) branches/service centers within a library system may participate in a single project.
- A series of programs may not be spread across multiple branches. Each series of programs must be conducted in its entirety at a specific branch outlet. However, the program series may be *duplicated* at multiple branches.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

### **III. Who may apply?**

This grant is open to all public libraries certified to receive state aid.

### **IV. Funds available**

Up to five branches or service centers per library system may apply for the grants, with a maximum of \$30,000 per library system awarded.

### **V. Matching funds**

No local matching funds are required. However, applying libraries must commit to planning and conducting at least one program for older adults **in addition** to the three programs paid for with Discoveries grant funds.

### **VI. Allowable costs**

**Allowable costs** include, but are not limited to:

- Speakers or presenters (limited to honoraria and expenses).
- Programming supplies and materials for project-related activities.
- Computer and other equipment. All computers purchased with LSTA grant funds must meet minimum specifications established by the Missouri Secretary of State's Office; please refer to "Computer Minimum Specifications," attached.
- Refreshments for project-related activities.
- Promotion, mailing, photographic, and printing costs.
- Equipment purchase or rental.
- Production or exhibit expenses.
- Cost for additional staff or staff hours specifically related to the project.<sup>1</sup> For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.

---

<sup>1</sup> Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

**Unallowable costs** include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs from grant funds).
- Collection development acquisitions.
- Transportation for field trips.
- Vehicles.

Please call Diana Very with questions about costs, procurement and expenditures.

### **Large Purchase Documentation**

If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

*Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.*

## **VII. Reporting requirements**

Libraries awarded Discoveries grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

## **VIII. Grant monitoring**

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, "grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

## **IX. Review of applications**

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006 or hand delivered by October 5, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

## **X. Assurances**

**Before you apply**, determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than 30 days after completion of the project or the end of the grant period.

**Mail completed application forms to:**

Diana Very, LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**For further information, contact:**

Nancee Dahms-Stinson, Youth & Senior Services Consultant  
Telephone: 1- 800-325-0131, ext. 5.  
E-mail: [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

## **CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

**MISSOURI STATE LIBRARY**  
**LSTA Discoveries: Programs for Seniors Grant Program**  
**Grant Application Instructions**  
**Fall 2006**

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application forms.

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I – Application**

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area*-Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of persons to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu>.



- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

## **Part II – Program Narrative**

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

## **Part III – Budget Worksheet and Narrative**

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

## **Part IV- Certification and Signatures**

*Signature of Library Director*-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

## Application Review

The grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies the need				
Project addresses the identified need(s) of audience				
Application provides a clear description of the four program events				
Program events promote or stimulate interest in library services and resources				
Appropriate promotional strategies				
Evaluation plan demonstrates impact on library and the audience, measuring impact on audience behavior, knowledge, skills and/or attitudes				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				

**MISSOURI STATE LIBRARY**  
**LSTA Discoveries: Programs for Seniors Grant Program**  
**APPLICATION FORM**  
Fall 2006

Project # \_\_\_\_\_

**YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!**

**PART I**

*Please type.*

Name of Library: \_\_\_\_\_

Federal Tax I.D. # or MO Vendor # if different: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Library director: \_\_\_\_\_

Project director (contact person): \_\_\_\_\_

E-mail address/phone of project director: \_\_\_\_\_

**Project title:** \_\_\_\_\_

Total population of legal service area: \_\_\_\_\_

Estimated number of persons to be served by this project: \_\_\_\_\_

**LSTA funds requested:** \$ \_\_\_\_\_

Local funds to be used (optional) \$ \_\_\_\_\_

**Project abstract (not to exceed 250 words):**

## Part II: Program Narrative

*Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.*

### Statement of need

1. Briefly describe your community's need for this project. (maximum 1 page)
  - a. How did you choose this program series?
  - b. Why do you think it is important?

### Project Narrative

2. Describe your proposed project.
  - a. Provide a thorough description of the three events for which you are requesting funding, including names of presenters.
  - b. Provide a brief description of the additional event you will implement to complete the series of four programs.
  - c. Indicate how each of the grant-funded events will promote library services or stimulate an interest in reading, books, or library technology. What activities will you conduct to ensure a connection between the programs and the library?
  - d. If appropriate, describe how seniors have or will be involved in planning the programs.
  - e. Provide a proposed schedule of implementation, including tentative dates for the project components and activities. Identify the locations/branches at which the programs will be implemented.
3. Promotion: How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience, especially those who do not traditionally visit the library.
4. Cooperation: If partnerships will be sought to implement the project, provide a list of the entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. **Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions or resources.**
5. Evaluation: Present a plan to determine the impact the project will have. This section must include strategies to determine what difference the project has made on older adults in the community; how will you measure if their skills, knowledge, behaviors or attitudes change because of the project?
  - a. Include quantitative and qualitative assessments.
  - b. Append a sample evaluation form.

## Part III: Budget Worksheet and Budget Narrative

### Budget narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

### Budget Worksheet

#### Budget Worksheet

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget

**Discoveries: Library Programs for Seniors Grant Program  
Budget Worksheet**

<i>Library Name:</i>				
<i>Project Title:</i>				
<b>Category</b>	<b>Item Description</b>	<b>Basis for Cost Estimate</b>	<b>Total Cost / LSTA Funds</b>	<b>Total Cost / Local Funds</b>
<b>Personnel – Salary &amp; Fringe Benefits</b>			\$	\$
<b>Travel</b>			\$	\$
<b>Supplies</b>			\$	\$
<b>Equipment</b>			\$	\$
<b>Contractual</b>			\$	\$
<b>Total Project Costs</b>			\$	\$

*Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.*

**The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.**

### Computer Minimum Specifications

<u>Desktop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB SDRAM; 40 GB Hard drive; 19" conventional or flat panel monitor; CD-Rom/DVD-Rom drive (networked)
<u>Laptop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB MB SDRAM; 30 GB Hard drive; CD-Rom/DVD-Rom drive; (networkable and wireless capable)
<u>Lab Server:</u> Minimum specifications: Pentium 4 processor; 2 GB SDRAM; 80 GB hard drive; 19 inch monitor; Rewritable CD-Rom/DVD-Rom drive.

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

## Part IV: Certification and Signatures

**ATTENTION: You must use Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.**

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name of Library Board President

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Mail completed applications to:***

Diana Very, LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**Application deadline:** October 4, 2006 (postmarked); October 5, 2006 (hand delivered)

\_\_\_\_\_  
For State Library use only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\$\_\_\_\_\_ Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

